

Job Seeking **Skills Workshops**

June 2014

★ **Tooele Employment Center**
305 N. Main Street • Tooele

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills

RESUMÉ WRITING:

| | |
|--------|------------------|
| June 5 | 9:00 AM–11:30 AM |
|--------|------------------|

INTERVIEWING SKILLS:

| | |
|---------|------------------|
| June 6 | 9:00 AM–11:30 AM |
| June 26 | 1:00 PM 3:30 PM |

RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.